

# TOWN OF MORRISON

321 Highway 8, Morrison, Colorado 80465, Phone: 303-697-8749, Fax: 303-697-8752

## PUBLIC RECORD REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Copies Requested : Yes [ ] No [ ]  
Inspection Only: Yes [ ] No [ ]  
CD Requested (for meetings only) : Yes [ ] No [ ]

### INSTRUCTIONS

**Please provide a detailed description of the public records requested. Please be as specific as possible.**

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Pursuant to §24-72-203 C.R.S. three (3) working days may be required to retrieve the records. This may be extended by seven (7) working days for extenuating circumstances, including the records being in active use, in storage or otherwise not readily available, or for requests for a large category of records that cannot be retrieved within three days due to an impending deadline in the office of the Clerk or that would substantially interfere with the Clerk's obligation to perform his/her other public responsibilities.

**REQUEST MAY BE FAXED (303-697-8752) or EMAILED [aneverdahl@morrisonco.us](mailto:aneverdahl@morrisonco.us), Attention Town Clerk**

[Please note – all faxed or e-mailed requests must be followed up with a phone call to be sure the request was received. The Records Request form must be received before the Town will fulfil the records request.]

Charges: (See attached fee schedule)  
Copies: \$0.25 per page (standard pages) \_\_\_\_\_ = \_\_\_\_\_  
actual cost (nonstandard pages) \_\_\_\_\_ = \_\_\_\_\_  
Research and retrieval (after first hour) \$30.00/hr. \_\_\_\_\_ = \_\_\_\_\_  
\_\_\_\_\_ = \_\_\_\_\_  
**Total = \$ \_\_\_\_\_**

#### Staff Use Only

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Time Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Summary of Response: \_\_\_\_\_

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